



Government of the District of Columbia  
Adrian M. Fenty, Mayor



Mayor's Office on Asian and Pacific Islander Affairs  
Soohyun Julie Koo, Director

**GOVERNMENT OF THE DISTRICT OF  
COLUMBIA  
Executive Office of the Mayor  
Office on Asian and Pacific Islander Affairs**

**Request for Applications: Community Grant FY 2011**

**Release date of RFA:** Monday, June 28, 2010

**Pre-bidders' meeting:** **July 2, 2010 10:00 am – 12:00 pm**  
441 4<sup>th</sup> Street, NW  
11<sup>th</sup> Floor, Conference Room 1112 South  
Washington, DC 20001

**Deadline for submission:** **Wednesday, July 28, 2010 at 12:00 noon**  
441 4<sup>th</sup> Street, NW Suite 721 North  
Washington, DC 20001

**Contact person:** Neel Saxena, OAPIA  
(202) 727-3120  
neel.saxena@dc.gov

**Late or ineligible proposals will not go to the Review Panel.**

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## **Section I – General Information**

### **A. Introduction**

The Office on Asian and Pacific Islander Affairs (OAPIA) is soliciting grant applications for its FY 2011 Community Grant from qualified community-based organizations (CBOs) primarily serving the District's Asian and Pacific Islander (API) community. OAPIA was created in 1987 as part of Executive Office of the Mayor to address the needs of the District's Asian & Pacific Islander (API) residents. OAPIA's mission is to help ensure that the full range of health, education, employment, social services and business information, programs and services is accessible to the District's API community. It has four primary programs: advocacy, community outreach and education, and language access. OAPIA serves as the liaison between the District government and the API community. It advises the Mayor, the Council, and the District Agencies on the views, needs, and concerns of the District's API community.

### **B. Funding Areas**

The focus of the grant is programs directed to the District's API community that address at least one of the following areas:

Education (all ages)  
Economic Development  
Legal Services  
Public Safety

Workforce Development  
Housing Services  
Health and Human Services  
Arts, Culture and Humanities

The programs should encompass culturally and linguistically competent services that increase low-income Asian and Pacific Islander immigrant's capacity for independence into the general community.

### **C. Target Population**

The target population for this grant is Asian and Pacific Islander (API) residents and/or merchants in the District of Columbia.

### **D. Eligible Organizations**

Applicants must meet all of the following conditions:

- Is a nonprofit – 501(c)3 – organization
- Program serves primarily API residents and/or merchants
- Program is located in the District of Columbia
- Has a program budget of \$1,000,000 or less per year

Preference will be given to applicants that:

- Demonstrates the capacity to work effectively with the District's API community and language minority populations
- Focuses on emerging API communities (e.g., South Asians) in the District
- Demonstrates limited access to other grants or funding sources
- Collaborates or partners with other service organizations
- Has experience working with District Agencies

## **E. Number of Awards, Amounts, and Duration**

OAPIA expects to award up to 12 grants. Eligible CBOs can be funded up to \$60,000. CBOs, which collaborate with other organizations on a program(s), can be funded up to \$80,000. Formal collaborations must be established in writing before submission of application. The grant will be awarded for 12 months starting October 1<sup>st</sup>, 2010 and ending in September 30<sup>th</sup> 2011. **Funding for this award is contingent on continued funding from the grantor. The RFA does not commit OAPIA to make an award.** We will distribute a total of \$280, 000.

## **F. Decision on Awards**

OAPIA uses a review panel that will submit recommendations for funding. The review panel is composed of neutral, qualified individuals selected for their experiences with health, education, housing, legal, public safety, business, employment, and other related expertise. The panel members will review and score applicant proposals and submit recommendations for awards.

After reviewing the recommendations and any other relevant information, OAPIA will decide which applicants to award funds and the amounts to be funded. The final decision to

award a grant to an applicant rests solely with OAPIA. **Awards are expected to be announced on August 23, 2010.**

## **G. Application Submission Date, Time, and Location**

Application must submit a total of **six (6)** applications, one (1) original and five (5) copies, in a sealed envelope or package. **Attachment C (Applicant Profile)** should be affixed to the outside of each submission envelope or package.

**Applications are due no later than Wednesday, July 28, 2010 at 12:00 noon.** All applications will be recorded upon receipt. Applications received after Wednesday, July 28, 2010 at 12:00 noon **will not be forwarded** to the Review Panel for funding considerations. Any additions or deletions to an application will not be accepted after the deadline of Wednesday, July 28, 2010 at 12:00 noon.

**Email submissions will be accepted.** Applications emailed must be sent as an entire package in one (1) email. Attachments sent in other forms or through other emails will not be accepted. Please note in the subject line of the email: "FY2011 Community Grant – *<Insert Organization Name>*". Please note: Submission times will be determined based on date and time received according to OAPIA's email program. Given ample time for submission, an email confirmation will be provided upon submission.

**Facsimile submissions will not be accepted.** Applications must be hand-delivered, mailed, emailed, or delivered by Messenger/Courier Services to:

**Mayor's Office on Asian and Pacific Islander Affairs**

**ATTN: Neel Saxena**

**441 4<sup>th</sup> Street, NW Suite 721 North**

**Washington, DC 20001**

OAPIA is located in a secured building. **Messenger/Courier Services should allocate sufficient time to meet security identification requirements**, so applications are received by Wednesday, July 28, 2010 at 12:00 noon **Applications sent by the U.S. Postal Service (USPS)**

**must be postmarked by the USPS no later than Monday, July 27, 2010 at 5:00 pm to be considered for review.**

## **H. Pre-bidders' Meeting**

Pre-bidders' meeting will be held on Friday, July 2, 2010, from 10:00 am – 12:00 pm at: 441 4<sup>th</sup> Street, NW Room 1112S, Washington, DC 20001. Applicants who have questions regarding the RFA are encouraged to attend the meeting. **If you are unable to attend the meeting, we encourage you to call, email or fax your questions to the contact person listed below before Friday, July 2, 2010.** Questions submitted after the deadline date of the July 19, 2010 will not receive responses. OAPIA will post all questions and answers from the pre-bidders' meeting on its website.

## **I. Contact Person:**

Neel Saxena, Program Coordinator and Grant Manager

Tel: (202) 727-0729

Tel: (202) 727-3120

Email: neel.saxena@dc.gov

## **J. Terms and Conditions**

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit OAPIA to make an award.
- OAPIA reserves the right to accept or deny any or all applications if OAPIA determines it is in the best interest of OAPIA to do so. OAPIA shall notify the applicant if it rejects that applicant's proposal. OAPIA reserves the right to suspend or terminate an outstanding RFA.
- OAPIA reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- OAPIA shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

- OAPIA may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- OAPIA may enter into negotiations with an applicant and adopt a firm funding amount or other revisions of the applicant's proposal that may result from negotiations.
- OAPIA shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 1 DCMR50; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.
- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

## **Section II – Proposal Format**

The application is limited to **25 double-spaced pages without attachments**; 12-point type (New Times Roman or Courier) on 8 ½ x 11-inch white paper, single sided, and a minimum of 1-inch margins. Each page of the proposal must be consecutively numbered. The review panel will not review applications that do not conform to the above requirements.

### **A. Proposal Summary (1-2 pages)**

This section of the application should be an overview of your organization, the goal of the proposed program, its objectives, outcomes, and cost.

### **B. Program Narrative (10-25 pages)**

This section should address at minimum, but not limited be to, the following:

- Identify the funding area(s) are you applying for, if multiple areas, please describe how the project will address all the areas.
- Identify the target population.
- Describe the service/program you propose.
- Identify the need for and/or proposed impact of your service/program
  - Describe the cultural and/or linguistic competency, sensitivity, and appropriateness of the project.
- Describe the expected impact of your service/program
  - Practices/methods your organization or collaboration propose to implement to address the need or create the desired impact
  - Innovative practice(s) will your service/program implements
- Describe your organization's or collaboration's unique position to implement this service/program
- Describe your of plan on how your organization or collaboration plans to provide the service/program
  - Your capacity to implement the service/program
- Describe how your organization or collaboration will document, monitor, and evaluate the service/program, including outcomes or outputs to be achieved.
- Describe the collaboration, if applicable, include roles of the collaborators.

### **C. Budget (Attachment D)**

A standard budget form and budget narrative form is provided within the application. The budget for this proposal shall contain detailed itemized cost information that shows personnel and other direct and indirect costs. The budget request for this proposal shall not exceed the grant amount allotted for the languages under which the applicant is seeking funding. **Up to 15% of funds can be used for indirect costs.** (Indirect costs may include: general administrative costs such as legal, accounting, liability insurance, and audits and the like). Program funds cannot be used:

- For food expenditures
- For lobbying



- To cover any expenses made prior to the grant award
- **To supplant (replace) funds from other grant sources**

**Budget Narrative/Justification:**

This section describes the proposed expenditures, including purpose or reason for the expenditure (personnel and non personnel) and calculation of costs. If applying as a collaboration, please include the appropriate division of budget between the two more organizations who are applying and justification for the allocation.

**D. Staffing Plan (Attachment E)**

This section should contain the staff assigned or to be hired for the program, staff positions and percent (%) of time on the program. If the position is not filled, a start date as to when the position will be filled should be supplied. If applying as a collaboration, please note the affiliation organization to the appropriate corresponding staff.

**E. Work Plan (Attachment F & G)**

Using Attachment F, list the program objectives and related activities, timeline for implementation and completion, and responsible staff. (If you use another format for your work plan, you may also include it in the proposal.)

Using Attachment G, list the expected outcomes or outputs of your program with targets by quarter. Please include in narrative format how each output and outcome will be measured. If outcomes and outputs will be semi-annual or yearly, please note them in 2<sup>nd</sup> quarter and 4<sup>th</sup> quarter respectively.

**F. Appendices**

This section shall be used to provide technical materials and supporting documentation, however, it is not intended to be a continuation of the program narrative. Such items that shall be included with the proposal submission:

- Audited financial statements and/or most recent 990 and/or cash flow statements for 2006 and year-to-date

- Nonprofit corporation status – copy of IRS determination letter.
- Tax and Business certification
- Organizational and program charts
- Memorandum of Agreement/Understanding, if applicable
- Program related materials, if applicable
- Agency brochures or program materials, if applicable
- Evaluation tools, if available

## **Section III – Scoring of Applications**

### **A. Scoring Criteria**

Applicant's proposal submissions will be objectively reviewed against the following criteria:

#### **Criterion A: Soundness of the Proposal** **20 points**

- The program results in the accomplishment of the program goals, objectives and outcomes consistent with the program.
- The description of the program implementation, including the work plan, is realistic based on the proposed time requirements.

#### **Criterion B: Program Goals, Objectives and Services** **15 points**

- Program goals and supporting objectives and activities are clearly defined, measurable, and time specific.
- Applicant demonstrates clearly the effectiveness of their services/activities in accomplishing the program goals and objectives.
- Applicant demonstrates that the program is using best practices and/or is based on national standards. (If applicable)

#### **Criterion C: Program Evaluation** **15 points**

- Applicant demonstrates a clear process to measure/evaluate its program.

#### **Criterion D: Organizational Capability and Relevant Experience** **35 points**

- Applicant demonstrates qualifications and past experiences to provide services applied for and in serving the API community. Information on prior program evaluations, findings, and changes made as a result should be referenced.
- Applicant demonstrates capacity to work with District's API community and language minority populations.
- Applicant clearly details objectives and related activities, program outputs/outcomes, estimated timeline, milestones, and staff responsible.
- Applicant demonstrates sufficient and appropriate staffing for proposed services. Staff roles and responsibilities are clearly defined. Resumes and/or position descriptions for key project staff should be included as an attachment.
- Applicant demonstrates an established organizational structure and its ability to administer the proposed program and, as proposed, function as a Lead Agency through the submission of operational and programmatic staff names and their key positions.

**Criterion E: Sound Fiscal Management and Budget**

**15 points**

- Applicant demonstrates sound fiscal management (i.e., fiscal monitoring protocols and systems), disbursement of grant funds to partners (if relevant), and the submission of the Lead Agency's annual audits (2 years), financial statements, and/or cash flow documents (2007 and year-to-date 2008)
- Applicant's budget with budget justification is reasonable and realistic to achieve stated goals and objectives.

## **Section IV – Program and Administrative Requirements**

### **A. Certifications and Assurances**

The agency shall complete and return the Certifications and Assurances listed in Attachments A and B with the application submission.

### **B. Insurance**

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance prior to receiving funds.

## **B. Audits**

At any time before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

## **C. Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving the Office on Asian and Pacific Islander Community Grant funds.

## **Section V – Attachments**

## **Attachment A – Certifications**

### **GOVERNMENT OF THE DISTRICT OF COLUMBIA**

#### **OFFICE OF THE CHIEF FINANCIAL OFFICER**

##### **Certification Regarding**

##### **Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides compliance with certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact.

#### **1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
- b) In any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-III, “Disclosure of Lobbying Activities,” in accordance with its instructions;
- c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and

cooperative agreements, and subcontracts and all sub-recipients shall certify and disclose accordingly.

## 2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510.

### A. The applicant certifies that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

## 1. Drug-Free workplace

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subgrant F for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620-

### A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing,

possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) establishing an on-going drug-free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Mayor's Office on Asian and Pacific Islander Affairs, 441 4<sup>th</sup> Street, NW, Suite 721 North, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation



program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(3) Making a good faith efforts to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).

B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Section 67.615 and 67.620-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Mayor's Office on Asian and Pacific Islander Affairs, 441 4<sup>th</sup> Street, NW, 721 North, Washington, DC 20001.

As duly authorized representative of the application, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/Program Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

## **Attachment B – Assurances**

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted program.

Also, the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law, which limit certain political activities of employees of State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not limited on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102 (a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 808.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to prevention or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedures; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

12. It will comply, and all its contractors will comply, with Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Costal Barrier Resources Act (P.L. 97-348), dated October 19, 1982, (16 USC 3501 et.seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
16. It will comply with the Privacy Rule as modified (45 CFR Sections 160 and 164) as applicable and the corresponding implementing regulations.
17. It will comply with District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Attachment C – Applicant Profile

### FY2011 Mayor's Office on Asian and Pacific Islander Community Grant

### Applicant Profile

**Organization's name:** \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

#### Contact information:

**Authorizing Officer**

Name and Title

Telephone:

Email:

**Project Director**

Name and Title

Telephone:

Email:

**Financial Officer**

Name and Title

Telephone:

Email:

#### Name/Description of Proposed Program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Funding Amount Requested:** \_\_\_\_\_

**Total Project Budget:** \_\_\_\_\_

*As duly authorized representative of the application, I hereby certify that, if awarded, the applicant will comply with all conditions set forth by the Mayor's Office on Asian and Pacific Islander Affairs*

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

**Attachment D – Budget**  
**FY2011 Mayor’s Office on Asian and Pacific Islander Community Grant**

**BUDGET SUMMARY**

Personnel		Salary/Hourly Rate	% of Time	Total
Fringe Benefits				
Personnel Total:				
Non Personnel	Unit Costs		# of Units	Total
Travel				
Supplies				
Equipment				
Consultants				
Communication				
Printing/Copying				
Training				
Operating Expenses				
Other Expenses				
Non Personnel Total:				
Program Total:				

**Attachment D – Budget**

**FY2011 Mayor’s Office on Asian and Pacific Islander Community Grant  
BUDGET DESCRIPTION/NARRATIVE**

<b>Personnel</b>	
<b>Fringe Benefits</b>	
<b>Travel</b>	
<b>Supplies</b>	
<b>Equipment</b>	
<b>Consultants</b>	
<b>Communication</b>	
<b>Printing/Copying</b>	
<b>Training</b>	
<b>Operating Expenses</b>	
<b>Other Expenses</b>	

## Attachment E – Staffing Plan

### FY 2011 Mayor’s Office on Asian and Pacific Islander Community Grant

Name	Position Title	Filled/ Vacant	% of Effort	Start Date



**Attachment F – Work Plan**  
**FY2011 Mayor’s Office on Asian and Pacific Islander Community Grant**

<b>Description of Task/Activity</b>	<b>Responsible Person and/or Organization</b>	<b>Start Date</b>	<b>Completion Date</b>

**Attachment G – Performance Plan**  
**FY2011 Mayor’s Office on Asian and Pacific Islander Community Grant**

Performance Measures – Outcome/Output	1 <sup>st</sup> Quarter Target	2 <sup>nd</sup> Quarter Target	3 <sup>rd</sup> Quarter Target	4 <sup>th</sup> Quarter Target	Comment

## APPLICATION CHECKLIST

Applicants are required to follow the format below and content requirements (**Note: applications will be considered incomplete if any part of any sections are missing**):

- ☐ **Proposal Narrative (Make sure the following are covered in your narrative)**
  - Proposal Summary
  - Program/Project Narrative
    - Collaboration Description (if applicable)
    - Program Goals and Objectives
    - Organizational Capabilities
    - Fundraising Plan
- ☐ **Other required Application Materials**
  - Certifications (Attachment A)
  - Assurances (Attachment B)
  - Agency Profile (Attachment C)
  - Budget (Attachment D)
  - Staffing Plan (Attachment E)
  - Work Plan (Attachment F)
  - Performance Plan (Attachment G)
- ☐ **Appendices**
  - Job Descriptions
  - Staff Resumes
  - Organizational chart.
  - Current Board list with names, affiliation and contact information.
  - Copy of annual organizational budget.
  - Balance Sheet [Current].
  - Audited financial statements (most recent) or brief letter explaining why none are available.
  - Copy of current IRS tax-exempt determination letter.
  - Memorandum of Agreement/Understanding, if applicable. **DO NOT SEND** general letters of support.
  - Collaborative Partner Materials (if relevant)